

User Acceptance Test Script

Name of Tester:

Modified By: Teale Taggart

Last Date Modified: 8/28/02

Scenario Description: FP PORTAL USER #1**Scripts**

Step	Action	Expected Result	Status (Pass or Fail)	Comments
1	Click on the Community Members text (link) in the left navigation bar.	The Community Members page opens in the content windows.		
2	Go to the 'Search by Category' section and select Secondary Markets from the first drop-down. Select the letter "N" from the alphabet letter drop-down. Click 'Go' on the Community Members page.	The results page opens with a list of Secondary Markets that begins with the letter 'N'.		
3	Click on your back browser and return to the Community Members main page.	Community Members main page appears.		
4	Follow step 2, however this time select Secondary Markets from the first drop-down and select the letter "B" from the alphabet letter drop-down. Click Go on the Community Members page.	The results page opens with a list of Secondary Markets that begin with the letter 'B'.		
5	Click on your back browser and return to the Community Members main page.	Community Members main page appears.		
6	Enter 'NELNET' in the Community Locator. Click Go on the Community Members page.	The results page opens with a list of community members that match the 'NELNET' query.		
7	Click on your back browser and return to the Community Members main page.	Community Members main page appears.		
8	Go to the 'Search by Category' section and select Secondary Markets from the second drop-down list. Enter the query ' BRAZOS HIGHER EDUCATION SERVICE CORPORATION ' into the query field.	The results page opens displaying the Secondary Markets member, BRAZOS HIGHER EDUCATION SERVICE CORPORATION.		

9	Verify that the following columns appear on the Community Search Results page: Number, Organization Name, Category, ID, City, State and Zip.	The following columns appear on the Community Search Results page: Number, Organization Name, Category, ID, City, State and Zip.				
10	Click on the Contact Resources link in the left navigation bar.	The Contact Resources page opens in the content window.				
11	Click on the FSA Financial Partners Organization Chart text (link) on the Contact Resources page.	The FSA Financial Partners Organization Chart page opens in the content window.				
12	Verify that there is a box on the FP Organizational chart with Johan Bos-Beijer as the Deputy GM/COS.	A box on the FP Organizational Chart with Johan Bos-Beijer Deputy as the GM/COS is displayed on the Financial Partners Org Chart page.				
13	Verify that a list with the names of all the individuals listed in the Org Chart appears next to the Org Chart.	A list with all the names listed in the Org Chart is displayed next to the Org Chart.				
14	Click on Johan Bos-Beijer's name listed in the 'Click for More Information' box on the right-hand side of the current screen.	A pop up window opens with the Johan's name, his Title, Location, Phone, Email and Responsibilities.				
15	Click on Johan's email address link listed in the pop-up window.	Your default email client opens with johan.bosbeijer@ed.gov in the 'To' field.				
16	Close your email client window and do not send an email to Johan.	Email client is closed and the FP Portal appears on your main screen.				
17	Click on the Publications link in the left navigation bar.	The Publications page opens in the content window.				
18	Verify that the items listed on the Publications page are grouped in the following categories: 1. Reference Materials 2. Regulatory and Legal Information, and 3. Statistics and Trends.	Publications page is organized by groupings.				

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Scenario Description: FP PORTAL USER #2**Scripts**

Step	Action	Expected Result	Status (Pass or Fail)	Comments
1	Click on the Community Members text (link) in the left navigation bar.	The Community Members page opens in the content windows.		
2	Go to the 'Search by Category' section and select 'All' from the first drop-down. Select the letter "N" from the alphabet letter drop down. Click Go on the Community Members page.	The results page opens with a list of all community members whose name begins with the letter 'N'.		
3	Click on your back browser and return to the Community Members main page.	Community Members main page appears.		
4	Go to the 'Search by Category' section and select 'All' from the second drop-down. Enter the search query 'Sallie Mae' in the text box. Click Go on the Community Members page.	The results page opens with a list of all community members that match the corresponding search query.		
5	Click on your back browser and return to the Community Members main page.	Community Members main page appears.		
6	Enter 'San Francisco State University' in the Community Locator. Click Go on the Community Members page.	The results page opens with a list of community members that match the 'San Francisco State University' query.		
7	Click on your back browser and return to the Community Members main page.	Community Members main page appears.		
8	Go to the 'Search by Category' section and select 'Direct Loan Schools' from the first drop-down. Select the letter "N" from the alphabet letter drop down. Click Go on the Community Members page.	The results page opens with a list of Direct Loan Schools that begins with the letter 'N'.		

9	Click on your back browser and return to the Community Members main page.	Community Members main page appears.				
10	Go to the 'Search by Category' section and select 'Direct Loan Schools' from the second drop-down. Enter the search query 'College' in the text box. Click Go on the Community Members page.	The results page opens with a list of Direct Loan Schools that match the 'College.'				
11	Click the >>(21-40) Search results link on the top of the page.	The search results page now displays the following results pages: <<(1-20), 21, 22, and 23.				
12	Click on the <<(1-20) Search results link on the top of the page.	The search results page now displays the following results pages: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and >>(21-40)				
13	Verify that the following columns appear on the Community Search Results page: Number, Organization Name, Category, ID, City, State and Zip.	The following columns appear on the Community Search Results page: Number, Organization Name, Category, ID, City, State and Zip.				
14	Click on the Contact Resources link in the left navigation bar.	The Contact Resources page opens in the content window.				
15	Click on the Western Region (colored in dark blue) of the US Map on the Contact Resources page.	The Regional and State Contact information for that region opens in the content body.				
16	Verify that all of the following appear in the Regional Contact Information section of the Western Region page: Director's Name, Regional Email, Regional Office Number, Regional Mailing Address, and States in the Western Region.	For the Western Region the user should see the following information: Director's Name: Linda Elrod Regional Email: linda.elrod@ed.gov Regional Office Number: (415)556-4100 Regional Mailing Address: U.S. Department of Education Partner Services 50 United Nations Plaza, 524 San Francisco, CA 94102 States in Western Region: AK, American Samoa, AZ, CA, CO, Guam, HI, ID, Micronesia, MT, NV, ND, OR, Republic of Palau, SD, UT, Northern Marianas, WA, WY				
17	Verify that all of the following appear in the State Contact Information section of the Western Region page: State Contact, State Email, State Office Number	The State Contact, State Email, and State Office Number are displayed for each State in the Western region.				

18	Verify that all of the following information appears in the State Contact Information section for Utah: State Contact=Leslie Richards State Email=leslie.richards@ed.gov State Office Number= (415)556-4100	The appropriate State Contact, State Email, and State Office Number are displayed for Utah.					
19	Click on the Loan and Grant Resources link in the left navigation bar.	The Loan and Grant Resources page opens in the content window.					
20	Click on fpportal@ed.gov email link at the bottom of the page next to the line: 'If you have an additional loan or grant resource, please e-mail us at '	The users default email client opens with fpportal@ed.gov in the 'To' field.					
21	Enter 'Great Site!' into the body of the email and click send.	The email appears in the fpportal mailbox with your email address in the From: field.					

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Scenario Description: FP PORTAL USER #3**Scripts**

Step	Action	Expected Result	Status (Pass or Fail)	Comments
1	From the home page, click on the What's New hyper text (link) in the right navigation bar.	The What's New page opens in the content window.		
2	Verify that there are current postings, news, and announcements on the What's New page. **Please note: This page will be populated on an as-needed basis. There may be test data that is currently residing on the page.	The What's New page displays only recent news, postings, and announcements.		
3	Click on the Interest Rates link in the left navigation bar.	The Interest Rates page opens in the content window.		
4	Click on the 'Current Interest Rates' link.	The Current Interest Rates document opens in a new window.		
5	Close the new window.	New window is closed.		
6	Click on the Publications link in the left navigation bar.	The Publications page opens in the content window.		
7	Verify that there is a link to THOMAS - US Congress on the Internet (www.thomas.loc.gov) and a short description about THOMAS on the page.	A link to THOMAS - US Congress on the Internet and a short description of THOMAS are displayed on the Publications page.		
8	Click on the THOMAS link.	The THOMAS site (www.thomas.loc.gov) opens in a new browser.		
9	Close the THOMAS window.	The THOMAS window is closed.		
10	Click on the Contact Resources link in the left navigation bar.	The Contact Resources page opens in the content window.		

11	Verify that there are links to the Schools, Students, CFO and CIO organization charts on the Contact Resources page.	The links to Schools, Students, CFO and CIO organization charts are displayed on the Contact Resources page.				
12	Click on the Students Organization Chart link.	A pdf file with the Students Organization chart opens in a new window.				
13	Close the Students Org chart window.	Students Org Chart window closes.				
14	View the map legend at the bottom of the Contact Resources page. Make sure the color indicates that dark blue=Western Region, red=Southern Region, grey=Northern Region, and turquoise=Eastern Region.	Map Legend is displayed in bottom right corner of the page with the appropriate color schemes.				

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Scenario Description: FP PORTAL USER #4**Scripts**

Step	Action	Expected Result	Status (Pass or Fail)	Comments
1	Click on the Loan and Grant Resources link in the left navigation bar.	The Loan and Grant Resources page opens in the content window.		
2	View the resources on the page and then click on the link to Students Portal (www.studentaid.ed.gov) as if you were a student looking for a federal loan.	The Student's Portal opens in a new window.		
3	Close the Students Portal window.	Student's Portal window is closed.		
4	Click on the Community Calendar link in the left navigation bar.	The Community Calendar opens in the main body of the page.		
5	View the Calendar. Then, when you are finished click on the link to fpportal@ed.gov and request that the following mock conference be added to the Community Calendar: Conference: FEDERAL STUDENT AID Q&A Date: August 26, 2002 1-4 pm Link (for more info.): www.fp.ed.gov	The users default email client opens with fpportal@ed.gov in the 'To' field and the conference test data in the body of the email.		
6	Click 'Send'.	The email is sent to fpportal@ed.gov for review by the Content Management Team and, if approved, submitted through the Interwoven workflow.		
7	Go back to the FP Portal Test site and click on the Financial Management System (FMS) image on the Financial Partners home page.	The Financial Management System (FMS) Quick Access page opens in the content window.		

8	Click on the LAP image user button or the Click to Access text (under LAP image) at the top of the Financial Management System (FMS) page.	The FMS application opens in a new window.				
9	Close the FMS Oracle application window.	The FMS Oracle Application is closed.				
10	Click on the Contact Resources link in the left navigation bar.	The Contact Resources page opens in the content body of the FP Portal.				
11	Click on the Schools Organization Chart link.	A pdf file with the Schools Organization chart opens in a new window.				
12	Close the Schools Org chart window.	Schools Org Chart window closes.				
13	View the map legend at the bottom of the Contact Resources page. Make sure the color indicates that dark blue=Western Region, red=Southern Region, grey=Northern Region, and turquoise=Eastern Region.	Map Legend is displayed in bottom right corner of the page with the appropriate color schemes.				

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Scenario Description: FP PORTAL USER #5**Scripts**

Step	Action	Expected Result	Status (Pass or Fail)	Comments
1	Click on the Community Members link in the Left Navigation Bar.	The Community Members page opens in the content window.		
2	Go to the 'Search by Category' section and select Lenders from the first drop-down. Select the letter "L" from the alphabet letter drop-down. Click 'Go' on the Community Members page.	The results page appears with only lenders that begin with the letter L sorted alphabetically.		
3	Verify that the Lender 'Lake City Bank' is on that page and that it has the following information next to its name: Category=Lender; ID=803654 ; City=Warsaw; State=Indiana; Zip=46580-0000	The user identifies the Lender 'Lake City Bank' and sees all the appropriate information.		
4	Click on the Lakeland State Bank link on the Community Search Results page.	The Lakeland State Bank (http://www.lakelandbank.com/) site opens in a new window.		
5	Close the new window.	The new window is closed.		
6	Click on the Contact Resources link in the left navigation bar.	The Contact Resources page opens in the content body of the FP Portal.		
7	Click on the CFO Organization Chart link.	A pdf file with the CFO Organization chart opens in a new window.		
8	Close the CFO Org chart window.	CFO Org Chart window closes.		
9	Click on the Department of Education's Employee Locator link.	The Department of Education's Employee Locator opens in a new window.		
10	Close the new window.	The new window is closed.		

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Scenario Description: FP PORTAL USER #6**Scripts**

Step	Action	Expected Result	Status (Pass or Fail)	Comments
1	Click on the Advanced Search link in the Search FSA box.	The Advanced Search page opens in the content window.		
2	Enter Forms 2000 in the Please type your query in the box below text field.	Field accepts value.		
3	Enter <10/01/2001> in the Publication Date field.	Field accepts value.		
4	Enter <10/01/2001> in the Posted Date field.	Field accepts value.		
5	Select <10> in the Number of Results drop down box.	Field accepts value.		
6	Select <10> in the Minimum Result Threshold drop down box.	Field accepts value.		
7	Leave all publication highlighted in the Publication Type Selection drop down box.	All publications are highlighted.		
8	Click the <Search Now> button.	The results page is shown with a result set of 10 and minimum result threshold greater than or equal to 10 that fits the search criteria.		
9	Verify that there is a link to the Department of Education at the bottom of the search results page and text that reads: 'If you have not found what you are looking for, you can also try searching the Department of Education's website at www.ed.gov'	There is a link to the Department of Education at the bottom of the search results page and text that reads: 'If you have not found what you are looking for, you can also try searching the Department of Education's website at www.ed.gov'		

10	Click on the link to the Department of Education's website.	The Dept. of Education's website opens in a new window.				
11	Close the new window.	The new window is closed.				
12	Click on the Current Activities page.	The Current Activities page opens in the content window of the FP Portal.				
13	Click on the 'Lender Payment Process Redesign (Old Form 799)' link	The Lender Payment Process Redesign (Old Form 799) page opens in the content window of the FP Portal.				
14	Scroll down to the bottom of the page and verify that there is a 'Last Modified' stamp with the date in the following format: YYYY-MM-DD.	There is a 'Last Modified' stamp at the bottom of the Lender Payment Process Redesign (Old Form 799) page.				
15	Click on the Publications page.	The Publications page opens in the content window of the FP Portal.				
16	Verify that each document on the page has a document format tag stating which format the document is in (ie Word, Excel, PDF, PPT, etc)	Each document on the page has a document format tag stating which format the document is in (ie Word, Excel, PDF, PPT, etc)				